



SUMMER PLANNING/ENGINEER INTERNSHIP

1 Position Available

Background

The Lake County Stormwater Management Commission (SMC) is looking for one intern this summer to complete a variety of planning and engineering related tasks to assist our planning and regulatory staff. The successful candidate will also be expected to assist staff in other miscellaneous office tasks as needed. For additional information on SMC, see our website at <http://lakecountyil.gov/stormwater/>

Duties/Responsibilities

The successful candidate will spend the majority of time in the office; however, field assistance may be required from time to time. This position will allow the candidate to apply classroom experiences to real world applications and will expose the intern to many aspects of the countywide planning, engineering, and regulatory functions at SMC.

Representative tasks may include but are not limited to the following:

- Assist in the development of a Clean Water Act Section 319 grant proposal for watershed planning and project implementation.
- Assist engineers with demolition projects and offer field support for projects
- Assist with in-house project design tasks, including field reconnaissance, data analysis, plan and specification development. This task may involve working with ArcGIS and/or AutoCAD.
- Assist staff with ongoing inspections of water quality best management practices.
- Assist planning staff with assigned tasks.
- Assist staff with updating the resources SMC provides for the National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater (MS4) Program. This task may involve working with the SMC website liaison to update web content related to this material.
- Assist staff with updating the resources SMC provides related to stormwater Best Management Practices (BMPs). This task may involve working with the SMC website liaison to update web content related to this material.
- Miscellaneous tasks as needed. These may include GIS mapping and analysis support, file scanning, office file reduction, answering phones and providing front desk customer support and any other tasks deemed necessary by staff.

Qualifications

Graduate of, or current student in, a 2 or 4 year program with an emphasis on planning, geography, environmental science, or related field. Applicants must be able to work inside and outside in variable conditions and be willing to engage in limited to moderately strenuous physical activity. Applicants must be able to proficiently use Microsoft Office software, especially Microsoft Access, Word, and Excel. Basic familiarity with Microsoft SharePoint and ArcGIS software suite is desired but not required. Applicants must have their own transportation for traveling to and from the office and field sites (if required). It is estimated that about 90% of time will be spent in the office and the other 10% in the field, so travel using a personal vehicle will be minimal but may be required at times. Class credit may be available for this internship; please check with your academic advisor.

Additional Information

Open to U.S. Citizens only. Interns will work approximately 40 hours per week for up to 15 weeks; the start date is somewhat flexible. Pay will be \$12.50 per hour. Successful candidates will be subject to a pre-employment physical and drug screening. If you are interested in an internship at the Lake County Stormwater Management Commission and have any questions, please contact Jeff Laramy by email (jlaramy@lakecountyil.gov) or phone (847-377-7709). To apply for an internship, please submit a cover letter and resume highlighting related work or classroom

experience to SMC. Resumes will be accepted **until March 13th or until the position is filled**. Submit cover letters and resumes by email to:

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